

Dear Parents,

This handbook is designed to give you a clear picture of what your child will experience at the E.L.M.M.C.C. Summer Day Camp.

Our program is intentionally designed to be unique, with much thought, understanding and collaboration. The E.L.M.M. Community Center is excited and prepared to offer a summer camp experience rich in nature, history, adventure, arts, and more. Your child will have the opportunity to learn about honesty, trust, respect and responsibility. This summer camp will make an impression to last a lifetime! If you are uncomfortable with any of the policies described in this handbook, please contact our office immediately. We will answer any questions you may have about our programs and practices.

Sincerely,

E.L.M.M.C.C. Summer  
Camp Staff

## **General Information**

Summer Day Camp is a licensed day camp with the State of New Hampshire. All of our counselors have a minimum of a high school diploma and are certified in CPR, First Aid, and Water Safety.

In order for your child to attend camp we must have the medical, liability, and emergency forms completed at the time of registration. Please note that **ALL** of the information must be completed and submitted prior to the start of camp.

**Activities: Summer Day Camp hours are 8 am to 4 pm.** The regular day begins at 8:15am with opening ceremonies and roll call of each group. Opening ceremonies is a way for the staff and counselors to inform campers of their daily activity, including any important changes. All campers will participate in non-eliminating group games, focusing on team building and cooperative play, at the beginning and end of every day. Every morning Kids Club Campers (K-4<sup>th</sup>) will rotate through a variety of onsite activities involving the arts, nature and sports. Adventure Crew (5<sup>th</sup>-8<sup>th</sup>) will mainly be off-site enjoying what the surrounding areas have to offer in the way of hiking, biking, boating, climbing, fishing and much more. After lunch all campers will go to the Winchester Town Beach for swimming, water sports and activities. Thursdays will be a field trip day. Camp will end each day with group games and closing ceremonies. At closing ceremonies we will have time for reflection of the day and notice distribution. Please check with your child daily for notices.

**Challenges:** We design physically and mentally demanding programs, which will require a willingness to push beyond one's limits. We want our campers to become stronger and more capable beings at the end of their experience. Programs are designed according to ability level and are scaled down for younger campers.

**Safety:** It would simply not be true to say that there are no risks involved in outdoor adventure. In fact, it is the healthy element of risk, which is vital to the development of capable individuals that makes our programs so valuable. In addition to the general risks associated with wilderness sports there are other risks such as slipping on wet rocks, poison ivy, tripping or falling over logs, just to name a few. Counselors are trained in CPR, First Aid, and Water safety, however, this does not exclude individuals from being responsible for their own safety. Any outdoor activity requires common sense and thought before action. This personal responsibility is expected of all participants. We realize some

students have more difficulty than others in the area of self-monitoring of personal safety. If you feel your child may need extra attention, please let us know.

**Check-In/Check-Out: Check in is at 8am.** When you drop your child at camp you should arrive **NO EARLIER** than 8:00 am. Your child will be directed to take care of their lunch boxes and daily equipment before our opening ceremonies begin at 8:15 am in the front yard around the flagpole. **Check out is at 4pm.** We will end each day with group games and a closing ceremony. When you pick up your child in the afternoon, please bring a photo ID everyday to verify who you are. If someone other than yourself or the persons authorized on the emergency care card will be picking up your child, a written note must be submitted to the Camp Director ahead of time. This person must also present a photo ID at the time of check out. This policy is strictly enforced in order to ensure the safety of your child. Campers riding bicycles or walking to and from camp will not be allowed to sign themselves out earlier than 4:00 pm.

**Early Dismissal:** If necessary, you may pick your child up before the end of regular camp hours. Please notify the Camp Director in advance and in writing by sending us a note that morning. This will allow us to have your child ready and waiting when you arrive. You must still present a photo ID to sign your child out.

**Late Pick-Ups:** If you arrive late to pick up your child from camp, we must charge a fee of five dollars for every 15 minutes that you are late. **NO EXCEPTIONS! PLEASE ARRIVE BY 4:00PM.**

**Absences:** In the event that your child is unable to attend camp for the day, we ask that you report his/her absence to the ELMCC office at 239-4316 by 8:30am. **There will be no credit or refund made for absences nor any prorated camp fees for days not attended.**

**Essential Forms:** As required by the Department of Environmental Services, each camper must have completed Camp Registration form and Health/Immunization Form. **These forms must be given to the ELMCC at the time of registration or your child will NOT be able to attend camp.** Please be sure that the information on the forms is accurate and complete. If your child requires life-saving medication (i.e. epi-pen) to be administered while

at camp, please contact the Camp Director. **WE CANNOT ADMINISTER MEDICINE WITHOUT THE COMPLETED FORM!**

**Allergies:** If you're aware that your child is severely allergic to something, it is your responsibility to notify the ELMMCC in advance so we may take proper precautions.

**Lost & Found:** Please **MARK ALL BELONGINGS** with your camper's first and last name. We are not responsible for lost items. A "Lost and Found" box can be found in the main hall. After two weeks, "Lost and Found" articles will be donated to a local community shelter.

**Expectations:** Good behavior will be encouraged in a positive manner. Before the first day of camp, you and your child are required to read through and sign the "Behavior Contract" form. This way you will both be aware of the camp rules and consequences. The staff will work cooperatively with you, keeping you informed of behavior problems and methods used to teach and guide the campers toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively in a timely manner will result in your child's dismissal from the ELMMCC Summer Camp Program.

**Dismissal From the Program:** The ELMMCC has a zero tolerance policy for weapons, alcohol, tobacco, or any other substance use or possession during our programs. Campers violating this rule will immediately be dismissed from the program. Staff will dismiss campers on the basis of unacceptable behavior. Determination is at the discretion of the staff and is based on the well being of the group as a whole.

In the case of unacceptable behavior, parents will be called and must pick up camper from the program, regardless of where that may be. No refunds are given in the above dismissal situations.

### **REGISTRATION AND FINANCIAL INFORMATION:**

**Payment:** The ELMMCC requires that camp sessions be paid in full prior to the start of camp. Please see the fee schedule on the pre registration form. Please contact the ELMMCC's Summer Day Camp Director to arrange a payment plan at 603-239-4316.

**Returned Check Policy:** A \$25.00 service fee will be charged on all returned checks.

## **WHAT SHOULD I BRING TO CAMP?**

The following things should be brought to camp **everyday!**

### **A backpack with:**

Bathing suit and towel  
Plastic bag for wet stuff  
Sunscreen (minimum 15 SPF)  
Raingear  
Sweatshirt/Jacket  
Long-Sleeved Shirt  
Shorts (no skirts)  
Socks  
Lunch/snacks

**APPROPRIATE CLOTHING FOR CAMP:** NO halter or tube tops, NO short shorts, skirts, that are revealing or prohibit campers from daily activities, etc!

Shoes appropriate and comfortable for hiking, running, biking, and walking. (**sandals and flip flops are only appropriate for the beach**)

### **LABEL EVERYTHING!**

**\*\*\*Please dress your child in clothing that can get dirty.**

## **WHAT AM I NOT ALLOWED TO BRING TO CAMP?**

- X Hand-held video games (Gameboy, PSP, etc.)
- X Candy
- X Walkman/iPod
- X Money
- X Cell phones
- X Trading Cards (Pokeman, Yu-Gi-Oh, etc.)
- X Guns, knives, or weapons of any kind (fake or real)
- X Valuable items

**\*\*\*THE ELMMCC WILL NOT ACCEPT RESPONSIBILITY  
FOR CAMPERS' PERSONAL PROPERTY!!!\*\*\***

**Camper Contract:** At the ELMCCE we take the happiness of your children very seriously. We want every day here to become a happy memory for them. Therefore, we work hared at creating an environment that will allow this to happen. Along with our efforts, we need the children to help us create that environment by following some simple, but effective rules. Below is our Behavior Agreement. Please read it over with your child and be sure they understand what it is and why they are signing it. This will help us help them have a wonderful experience at the ELMCCE Summer Camp! Thank you!

### **ELMCCE SUMMER CAMP 2007 CAMPER CONTRACT**

- I, \_\_\_\_\_, am choosing whole heartedly to participate in the ELMCCE summer camp program because I am excited to learn new skills, meet new people, spend time in the great outdoors and have lots of fun!
- I understand that I will be working and playing with a group of people and it is important to consider the group's needs before my own.
- I understand that how I behave effects everyone in the group. I will strive towards always being helpful, positive, and friendly in my actions towards others.
- I know that the expectations are high and attainable. I am expected to treat myself and others with respect.
- I am responsible, to a certain degree, for my own safety. I will use common sense and always think before acting.
- I will take great care of the ELMCCE property and it's equipment.
- I will share the daily chores and responsibilities.
- I will carry myself with great respect when entering the home of plants and animals.
- I understand that I will need to work hard, push my physical and emotional limits and deal with success and failure. I will be learning difficult skills that require practice and patience.
- Sometimes it will be hot, sometimes it will rain, and sometimes I will be pestered by mosquitoes or other people. The only thing I have control over, in these situations is my attitude and reaction to them.
- I know that I will be welcomed as a member of the ELMCCE summer camp family and there will be great support there for me whenever I need it!

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Student signature

Parent Signature

Date

## FREQUENTLY ASKED SUMMER CAMP QUESTIONS

### **What are the camp hours?**

Camp is open from 8am-4pm. Unfortunately we do not offer before or after care services.

### **What is the camper to counselor rations?**

We will maintain a 10:1 ratio.

### **How does the ELMC hire the counselors and what experience do they have?**

The counselors are area high school graduates and college students. They all have background checks and a strong desire to work with children. They do go through an interview, screening, and training process.

### **Who puts the sunscreen on the children?**

Campers will be encouraged to help each other when applying sunscreen but if help is needed a counselor or CIT will assist.

### **How do I drop-off/pick-up my child?**

Please bring your child to the main hall and sign them in. When picking up, you will need to come into the main hall and sign your child out. **You must bring some type of photo identification every day.**

### **What if my child is on medication?**

The ELMC does not administer any medications (prescription or non) that are necessary unless in the case of life endangerment (i.e. Epi-Pen for bee stings). If your child requires the administration of medications during the day, please make arrangements to come to the camp to administer them.

### **Can my child sign him/herself out of camp?**

No, not without written consent from a *custodial parent or legal guardian*.

### **What happens if I am late picking up my child?**

There is a \$5.00 late fee per every 15 minutes. We will stay with your child until you are able to pick them up. Please make all attempts to contact staff if you are running late.

### **Whom can I talk to about my concerns?**

It is recommended that you talk to the Director of the Camp if you have any questions or concerns. This concern may be deferred to the counselor in charge of your child's group in order to get the most accurate information. Our staff has a basic scope of knowledge regarding camp details and requests specific questions regarding your child be referred to the Camp Director.

### **Can I get my money back if I cancel in advance?**

If fees have been paid and cancellation is made more than 2 weeks before the start of the camp session, the balance will be returned less the deposit. If fees have been paid out but

cancellation is made less than two weeks before the start of the camp, no fees will be returned. Refunds can take up to 4 weeks to process. Please contact the business office only after you have waited the required amount of time.

Ellen Lambert Murphy  
Memorial Community Center



SUMMER CAMP  
HANDBOOK